



Idaho Medicaid Health Home Participant Enrollment & Disenrollment Process

After completing the initial Idaho Medicaid Health Home Program mass enrollment process, Health Home providers should continue to enroll qualified Healthy Connections participants into the program through the continuous enrollment process. Participant enrollment criteria can be found at www.idmedicaid.com in the [General Provider and Participant Information section](#) of the Idaho Medicaid Provider Handbook in section 2.6.10.2.

Enrollment

Individual Participant Enrollment

Health Home providers can use the Participant Enrollment Form located at www.idahohealthhome.dhw.idaho.gov to enroll a single participant.

Multiple Participant Enrollments

Health Home providers can use an Excel spreadsheet to enroll multiple participants. The Excel spreadsheet must include:

- Participant's first and last name.
- Participant's Medicaid identification number.
- Participant's date of birth.
- Participant's primary care provider.
- Service location name.
- Primary diagnosis, and co-morbidity (if applicable).

The completed list should be attached as an email and sent to the Health Home Program Team at medicaidhealthhome@dhw.idaho.gov

Disenrollment

Health home clinics may request disenrollment of participants who no longer meet the criteria or access care at the facility by completing a spreadsheet to include the following information:

- Participant's first and last name.
- Participant's Medicaid identification number.
- Participant's date of birth.
- Reason for disenrollment

The completed list should be attached as an email and sent to the Health Home Program Team at medicaidhealthhome@dhw.idaho.gov